

PROCUREMENT CARD PRODUCTION SCHEDULE FY12

This report lists Procurement Card (PCard) Cardholder monthly time periods and reconciliation deadline dates.

Cardholder Reconciliation –Cardholders are to match/reconcile all Procurement Card bank transactions which have bank dates that fall in the “Monthly Time Period” (1st column) by the “Cardholder Reconciliation Deadline Date” (2nd column) listed for that month. Use the bank date (“bank dt”) listed with the transaction to determine the reconciliation deadline date. Ex.: All transactions that have “bank dts” from 12/16/11 to 01/17/12 must be reconciled to the appropriate order by 01/23/12 at 5:00 p.m. Cardholders are advised to review and reconcile transactions daily. Monday - Friday the previous business day's bank transactions are available in the PCard software for cardholder reconciliation (subject to receipt from the bank).

Cardholder Monthly Statements –Cardholders are responsible for accessing their Transaction Summary Posted Report each month, reviewing and certifying the report. The report will then be forwarded to the Monthly Approver for Electronic Certification.

Monthly Time Period Includes transactions with bank dates of:	Cardholder Reconciliation Deadline Date
OCTOBER	
09/23/11 to 10/17/11	10/21/11 at 5 pm
NOVEMBER	
10/18/11 to 11/17/11	11/17/11 at 5 pm
DECEMBER	
11/18/11 to 12/12/11	12/13/11 at 5 pm
JANUARY	
12/13/11 to 01/17/12	01/23/12 at 5 pm
FEBRUARY	
01/18/12 to 02/17/12	02/21/12 at 5 pm
MARCH	
02/18/12 to 03/19/12	03/22/12 at 5 pm
APRIL	
03/20/12 to 04/17/12	04/20/12 at 5 pm
MAY	
04/18/12 to 05/17/12	05/23/12 at 5 pm
JUNE	
05/18/12 to 06/18/12	06/21/12 at 5 pm
JULY	
06/19/12 to 07/17/12	07/23/12 at 5 pm
AUGUST	
07/18/12 to 08/17/12	08/23/12 at 5 pm
* SEPTEMBER	
08/18/12 to 09/21/12	09/24/12 at 10 am

* Subject to change